

## **1. Description of Services**

The Sylvan Learning Center in Dearborn located at 22720 Michigan Ave. Suite 100, Dearborn, MI 48124, serves students in grades K-12 as well as adult learners. The hours of operation are Monday through Friday 9:00 am to 8:00 pm, and Saturday 9:00 am to 4:00 pm. The Learning Center is located in a well lighted, office building on the first floor, just inside the entrance to the building. The Learning Center is also on a city bus line, which travels along Michigan Avenue. Parents/guardians will be responsible for transportation to and from the Center, unless transportation will be provided by the school district.

Services will be provided at the Learning Center or, if an on-site contract is entered into, at the contracting school facility. Tutoring sessions will, at a minimum, take place twice per week for one hour per session. The student teacher ratio will be three or fewer students to one teacher. All instructional programs will be individualized.

## **2. Staff**

The Sylvan Learning Center in Dearborn employs an owner/Director who received initial training and certification at Sylvan University in Baltimore, MD. Owner/Directors receive yearly training at Sylvan Conference and also attend regional and district training. Center Directors are responsible for all corporate quality reviews.

Also employed are three Directors of Education. One Director manages all Reading Programs, one the Math Program and one the other Programs that Sylvan offers. All Directors of Education are State and Sylvan certified and have received an initial 48 hours of training at Sylvan University. This training consists of program management as well as staff management and coaching. Training for Directors of Education is ongoing quarterly. Directors of Education are evaluated annually by Center Directors.

The Dearborn Center teachers are all State and Sylvan certified. Prior to employment, teacher's academic credentials are confirmed and criminal background checks are completed. Teachers receive an initial 12-20 hours of training and receive monthly training at in-service meetings conducted by the Directors of Education. Teachers are also supervised and evaluated by the Directors of Education.

The Center also employs an Administrative Assistant who is responsible for materials and data management.

## **3. Program Effectiveness**

The Dearborn Sylvan Learning Center has received accreditation by CITA/North Central Association. This means that Sylvan Programs meet or exceed essential standards of educational quality, and that the Dearborn Center meets standards equivalent to those of 28,000 of the nation's top schools.

Sylvan guarantees that students will improve by a minimum of 1.0 grade level upon completion of 36 hours of instruction or 12 free hours are provided. Students at the Dearborn Center have experienced, on average, a 1.7 increase.

## **4. Evaluation Monitoring**

In order to gain information about a student's functional learning levels, Sylvan assesses each learner individually by utilizing a battery of tests. These tests are a combination of Sylvan devised and National Standardized tests. Depending on the program students will be assessed with three or more of the following instruments: 1) Sylvan Reading Diagnostic Test, 2) Gray Oral Reading Test, 3) Visual Efficiency Rating Apparatus, 4) Classroom Reading Inventory, 5) Comprehensive and Expressive Vocabulary Test, 6) Wepman Auditory Discrimination Test, 7) Foundations Assessment Locator, 8) Timed Basic Math Facts Test, 9) Learning Channels Preference Test and 10) California Achievement Test. Following the assessment process, an individual education plan will be developed for each student.

Because course content at Sylvan is taught by mastery learning, each intended learning outcome has measurable criteria and ongoing measurement takes place at the end of each tutoring session.